

DISABILITY FRIENDLY

EMPLOYER SURVEY

Take this simple assessment to find out if you offer an environment that is attractive to workers with disabilities. Each line that you check represents a characteristic that is likely to attract qualified workers with a disability.

✓ Please check items that apply to your organization

RECRUITMENT

- ☐ We clearly state on our job announcements that we are an Equal Employment Opportunity employer.
- ☐ Applicants are encouraged to request accommodations that provide them equal access to all phases of the recruitment process
- ☐ Our job descriptions clearly identify the essential and marginal functions of all positions we are attempting to fill.
- ☐ We are familiar with organizations and agencies that assist job seekers with disabilities

HIRING, RETENTION, EVALUATION, AND PROMOTION

We provide all new hires and job candidates with the following information addressing issues of particular interest to workers with disabilities:

- ☐ Workplace Accommodations
- ☐ Flexible Benefits
- ☐ Alternative Work Schedules

We periodically review our organizational policies and practices as they relate to workers with disabilities:

- ☐ Recruitment
- ☐ Hiring
- ☐ Training
- ☐ Evaluation
- ☐ Promotion
- ☐ Termination

We conduct "accessibility audits" of our organization to help identify possible barriers to:

- ☐ Physical access to facilities
- ☐ Equal Employment Opportunity
- ☐ Promotional opportunities
- ☐ Training for Workers With Disabilities

We educate managers, supervisors and interviewers on:

- ☐ Americans With Disabilities Act
- ☐ Wisconsin Fair Labor Standards
- ☐ Workplace Accommodations
- ☐ Disability Management/Return to Work
- ☐ Benefits of Hiring Workers With a Disability
- ☐ Disability Stereotypes

EMPLOYEE TRAINING

We provide flexible training opportunities including:

- ☐ Mentoring
- ☐ Job Rotation
- ☐ On-the-job Coaching
- ☐ Peer Training
- ☐ Internships

We provide equal access to company sponsored training and social activities for all employees, including workers with disabilities:

- ☐ Newsletters/Notices
- ☐ Breakrooms/Lounge
- ☐ Career Advancement Training
- ☐ Specific Skill Training

ACCOMMODATIONS

We talk about assessing and redesigning jobs for workers with disabilities with:

- ☐ Managers
- ☐ Supervisors
- ☐ Lead Workers

We provide the following accommodations to assist employees in performing their jobs:

- ☐ Ergonomic workstations/keyboards
- ☐ Flexible workstations
- ☐ Other _____
- ☐ Other _____

COMPENSATION AND BENEFITS

We offer alternatives to full-time employment:

- ☐ Part-time Employment
- ☐ Job Sharing
- ☐ Flex-time

The following proactive return to work policies and practices are in place:

- ☐ Early Intervention
- ☐ Case Management
- ☐ Alternate Duty Assignments
- ☐ Supervisor Training

We offer similar or pro-rated benefits for part-time employees.

Disabled Worker Friendly Employer Gauge:

- Add up your checkmarks -

If your total was:

1 - 12 you will have trouble attracting workers with disabilities

13-25 you are somewhat friendly to workers with disabilities

26-37 you are mostly workers with disabilities friendly

38-47 you are workers with disabilities friendly

1-12
Needs
Improvement

13-25
Somewhat
Friendly

26-37
Mostly
Friendly

38-47
Disabled Worker
Friendly

To learn more about workers with disabilities and how you can become a more Workers With Disabilities Friendly organization refer to the following answer/resource guide. You can also contact your local Job Center or Division of Vocational Rehabilitation Office.